

Phone +49 721 3720-5140 Fax +49 721 3720-5149

Please make a copy for your files and return the original to us.



IT Solutions for Public Transport
KARLSRUHE 2010

24 - 26 February 2010
Kongresszentrum Karlsruhe

To
Karlsruher Messe- und Kongress-GmbH
Jochen Georg
P.O. Box 1208

76002 Karlsruhe
Germany

Registration

Exhibitor

Name of exhibiting company/Institution:

Street/P.O. Box:

Post code, City:

Country:

Phone:

Fax:

Contact:

Extension:

E-mail:

Internet:



The billing address is different from the above mentioned exhibitor.
Please communicate the billing address.

We order the following stand area:

Total area (sqm)	requested dimensions (frontage x depth)*

Price per sqm

☐ € 275,- + VAT (Minimum size of stands: 9 sqm*)

The above price is for non-equipped spaces. System stands can be hired from the stand constructor. More information available with the exhibitors' service folder. Allocation of stands due to availability.

Registration fee

The registration fee, marketing and PR package is of € 750,- + VAT. This package is compulsory for all exhibitors; it includes:

- Your four-coloured icon (data format: tif, jpg, eps (fonts transformed in paths), resolution: 300 dpi, minimum, size: ca. 5 cm)
- The insertion of the company profile or company exhibits in the exhibition catalogue (in the alphabetical index) in the English and German language (English: max 400 signs incl. blanks, German: max 400 signs incl. blanks)
- The insertion of the company profile or company exhibits on our website with a link to the exhibitor's site

All the above apply for all exhibitors, members and non-members of UITP.

*PLEASE NOTE: Due to fixed depth of stands, booth sizes must be divisible by three metres (9 sqm, 12 sqm, 15 sqm, 18 sqm, etc.).



We register companies as co-exhibitors
(charge for application: € 750,- + VAT
each). Exact postal address(es) (cf. annex 2).

We are

☐ manufacturer

☐ retailer

☐ service provider

☐ other

Exhibits:

All prices plus VAT. The exhibitor herewith recognises and accepts the general and particular conditions of participation provided at www.it-trans.org (Trade Fair) in their entirety as legally binding. Any arrangements not set down in writing that do not comply with the exhibition's terms and conditions and those stated in other circulars are void. Place of performance and jurisdiction is Karlsruhe.

Contacts:

UITP
Hicham Badran
Project Manager
Phone: +32 2 661 3186
Fax: +32 2 660 1072
hicham.badrani@uitp.org

KMK
Jochen Georg
Project Manager
Phone: +49 721 3720 5140
Fax: +49 721 3720 5149
jochen.georg@kmmkg.de

Important information overleaf

Date, place

Company stamp, legally binding signature

CONDITIONS FOR PARTICIPATION in the trade fair IT-TRANS 2010

1. Organisers

Karlsruher Messe- und Kongress-GmbH, Festplatz, D-76137 Karlsruhe, Germany

and

International Association of Public Transport (UITP), rue Sainte-Marie 6, B-1080 Brussels, Belgium

(hereinafter „the Organizers“)

2. Timetable

Dates of the exhibition:
Wednesday until Friday
24 – 26 February 2010

Opening Hours:
for visitors:
9 a.m. – 6 p.m. daily

3. Participation

Admittance to the trade fair only for manufacturers and authorised agents of the products listed in the nomenclature.

4. Application

- 4.1. Please send the application form [1] signed by a duly authorised person, as soon as possible to: Karlsruher Messe- und Kongress-GmbH, P.O.B. 1208, D-76002 Karlsruhe, Germany.
- 4.2. The application form must include an accurate and detailed list of all items and products on display.
- 4.3. The signed application is a binding contract for participation.

5. Acceptance and allocation of space

The Organizers shall decide on the acceptance of exhibitors and exhibition items as well as the allocation of space. Acceptance shall be issued in writing.

Furthermore, the exhibitor shall receive the Exhibitors Information Bulletin and Order Forms, containing useful information as to utilities (electricity, water and sewage connections), furniture hire, stand fittings, insurance, telephone connection, stand cleaning, exhibitors’ passes etc.

6. Withdrawal fee

Once the stand application has been made, the exhibitor is to pay the full rental even if he withdraws the application or fails to exhibit. The Organizers reserve the right to assert claims for damages.

7. Liability and insurance

- 7.1. The exhibitors shall be liable for damages to buildings or equipment caused by them or by their sub-contractors or other persons employed by them. This includes damage to floors, walls, personnel of third party etc. caused by nails, adhesives, paint etc.
- 7.2. The Organizers are liable only for damage caused by themselves or their representatives.
- 7.3. In principle, no claim can be made against the Organizers for damages exceeding public liability insurance. If the Organizers are compelled to restrict or cancel the event for reasons of force majeure, the exhibitor has no right to a refund.
- 7.4. The exhibitor shall be responsible for insuring any items brought into the event by him.

8. Stand design, build-up and dismantling

- 8.1. The Organizers shall designate and number the exhibition floor space reserved in the application form and confirmed by the Organizers. The exhibitor can use this space to build his own stand. However, the Organizers also provide partitions for separating exhibition stands. This service must be ordered and paid for and the Organizers are responsible for the construction. The partitions are 2,5 metres high.
- 8.2. The exhibitors are responsible for delineating their partition walls and must arrange their stands attractively, tastefully and safely. The Organizers can require changes to be made in the layout and design for safety and technical reasons.
- 8.3. The stand height shall be 2,5 metres except where the Organizers make other arrangements or approve alternative arrangements for special reasons. The exhibitor is responsible for ensuring that the partitions abut correctly against neighbouring stands and must do so at his own expense.
- 8.4. Where exhibits are more than 2,5 metres high and more than 5,00 m wide and exceed 500 kg/sq.m. floor load the Organizers must receive prior notice in writing and in detail.
- 8.5. The stand design shall not encumber or restrict access to the common parts, rights of way or neighbouring stands. Corner stands must be open on two sides, end stands on three sides and island stands on four sides. No stand shall obstruct clear vision.
- 8.6. All materials used for the stand build-up must be inflammable or treated with inflammable chemicals. Confirmation of such treatment may be required. Machinery, devices and other equipment must conform to any existing regulations.
- 8.7. It is the duty of the exhibitors to keep their designers, craftsmen and subcontractors informed of all these regulations.
- 8.8. Stand assembly may be commenced on the first assembly day as indicated. The stands must be completely set up and fitted by 8 p.m. on the last set-up day. All cleaning and rubbish disposal must be completed by that time. The Organizers shall have the right to dispose of any stands which are not occupied or fitted by 6 p.m. on 23 February 2010. Any exhibitor in breach shall have no claim to compensation or reimbursement of the stand rental.
- 8.9. Dismantling shall begin at the time indicated. Prior dismantling of stands is not permitted. The Organizers insist on the dismantling dates and times indicated. After this period, any exhibits still remaining shall be removed and stored at the expense and liability of the exhibitor.
- 8.10. The exhibition space rented by the exhibitor shall be returned to its original condition.

9. General conditions

- 9.1. The Organizers have the right to impose house rules on the entire premises. As soon as the signed registration form is submitted, the exhibitor and any persons employed by him are subject to the General Guidelines for Participation and to these regulations, as well as any subsequent regulations which may be issued from time to time regarding the event. The Organizers reserve the right to make any alterations which may prove necessary.
- 9.2. Stands must be manned throughout the opening times and the respective authorities must be present to handle visitors.
- 9.3. Exhibitors are not allowed to advertise outside their own exhibition space and outside the exhibition halls in the exhibition grounds, including by distributing advertising material, or fixing billboards above and outside the stand area. Advertising brochures found outside the stand area will be confiscated.
- 9.4. The floor, walls and fixtures of the halls shall be treated with care and shall not be damaged. The floor shall not be treated with corrosives such as adhesives, nor may nails be fixed into it. Heavy machinery and equipment must be placed on secure and suitable supports. Fittings, fire extinguishers, ventilating shafts, electrical switches etc. must not be obstructed.
- 9.5. Machinery and equipment shall comply with the relevant safety and accident prevention regulations.
- 9.6. Boilers may only be exhibited in the outdoor exhibition grounds after submission of the appropriate licence and acceptance certificate.
- 9.7. Combustion engines may only be shown in the outdoor exhibition grounds and must be equipped with mufflers. Fuel may only be stored in the outdoor exhibition grounds in appropriate quantities and of no more than 20 litres. Fuel tanks on exhibits must be empty.
- 9.8. Exhibitors are not allowed to sublet all or part of their exhibition space without prior approval of the Organizers.
- 9.9. Excessive noise and light effects are prohibited. Soliciting visitors is not allowed.
- 9.10. The Organizers are responsible for the cleaning of the aisles, the exhibitors are responsible for the cleaning of their stands. If requested, the Organizers can arrange for suitable cleaning staff.
- 9.11. Paper, inflammable materials, rubbish etc. are not allowed on the stands or in the aisles. Materials of this nature must be emptied daily into the waste-bins provided before the exhibition closes at least.

10. Trading regulations

The over-the-counter-sale of exhibits is not allowed. Samples may be sold with the prior written approval of the Organizers. The acceptance of orders for goods is not subject to approval.

11. Official permits

The exhibitor is responsible for the acquisition of the relevant permits required for the activities in which he or his employees may be engaged. He is further responsible for compliance with the relevant labour laws. Any queries in this respect must be cleared with the competent authority or, in the case of employment matters, with the Gewerbeaufsichtsamt (Industry Inspection Division), P.O. Box 2820, D-76124 Karlsruhe.

12. Exhibitors’ passes

- 12.1. Each exhibitor shall be supplied free of charge with 2 exhibitors’ passes for up to 10 sq.m. of exhibition space. The passes must be stamped and signed by the bearer. The passes are not transferable.
- The exhibitors are responsible for applying for passes for their standfitting contractors and passing them on to them.
- 12.2. The number of passes issued shall not increase due to sub-contracted exhibitors.
- 12.3. Additional passes can be ordered from the Organizers, for which the exhibitor will be charged the sum of € 25 excl. VAT each.

13. Exhibition catalogue

The Organizers produce a catalogue which lists the participating firms, their products and advertisements in alphabetical order. This makes the catalogue an important and up-to-date work of reference for all interested parties. Entries are available, provided the application as well as all relevant order forms are returned by the due date.

The Organizers assume no liability for printing errors, inaccurate or incomplete information or incorrect insertion. Additional entries and advertising space can be ordered against payment.

14. Sub-contracted exhibitors

- 14.1. Additionally represented firms and sub-contracted exhibitors at a stand must be indicated in the application form of **IT-TRANS 2010** by the main exhibitor. The amount charged for the application of each firm is of € 750,-. Sub-contracted exhibitors shall be included in the official catalogue subject to the relevant terms and conditions, and provided the required data is received by the due date.
- 14.2. If a stand is allocated to two or more firms jointly, each of the firms shall be jointly and severally liable. The firms exhibiting jointly shall appoint a single representative who shall be named in the application form.

15. Miscellaneous

- 15.1. Any other arrangements are only legally binding if previously confirmed by the Organizers in writing.
- 15.2. The place of business and legal venue is Karlsruhe.
- 15.3. The IDFA’s General Guidelines for Participation in Trade Fairs and Exhibitions for members constitute an integral part of these regulations.
- 15.4. In case of dispute, the German text is binding.

KARLSRUHER MESSE- UND KONGRESS-GMBH

Phone +49 721 3720-5140 Fax +49 721 3720-5149

Please make a copy for your files and return the original to us.



IT Solutions for Public Transport
KARLSRUHE 2010

To
Karlsruher Messe- und Kongress-GmbH
Jochen Georg
P.O. Box 1208

76002 Karlsruhe
Germany

24 - 26 February 2010
Kongresszentrum Karlsruhe

Please specify:

Registration co-exhibitor*:

☐

**Registration additionally
represented firm*:**

☐

Catalogue:

Entry (alphabetical) in the official
exhibitor catalogue under letter

☐

The catalogue entry will be taken from the corresponding form in the service folder. If you do not return this form, the address on the left will be published.

Company/Institution:

Street/P.O. Box:

Post code, City:

Country:

Phone:

Fax:

Contact:

Extension:

E-mail:

Internet:

Exhibits:

Registration fee € 750.- + VAT.

The registration fee includes the following:

- Your four-coloured icon (data format: tif, jpg, eps (fonts transformed in paths), resolution: 300 dpi, minimum, size: ca. 5 cm)
- The insertion of the company profile or company exhibits in the exhibition catalogue (in the alphabetical index) in the English and German language (English: max 400 signs incl. blanks, German: max 400 signs incl. blanks)
- The insertion of the company profile or company exhibits on our website with a link to the exhibitor's site

All prices exclude VAT. The exhibitor herewith recognises and accepts the general and particular conditions of participation provided at www.it-trans.org (Trade Fair) as legally binding. Any arrangements not set down in writing that do not comply with the exhibition's terms and conditions and other circulars are void. The place of performance and jurisdiction is Karlsruhe.

Date, place

Company stamp, legally binding signature

* All the firms exhibiting or featuring on a stand with their own personnel and products together with the main exhibitor, including those having close economic or organisational ties with the main exhibitor, shall be considered sub-contracted exhibitors or co-exhibitors. Additionally represented firms are such companies whose goods and services are offered by another exhibitor without featuring on the stand themselves.

Stand-construction service

A professional appearance with a full range of services

We take care of designing and organising your stand. We make sure it is put up on time. All you have to do is furnish and equip your stand shortly before the trade fair opens. On the last day of the trade fair, simply pack up your stand furnishings and equipment. When you have finished, we dismantle the stand for you.



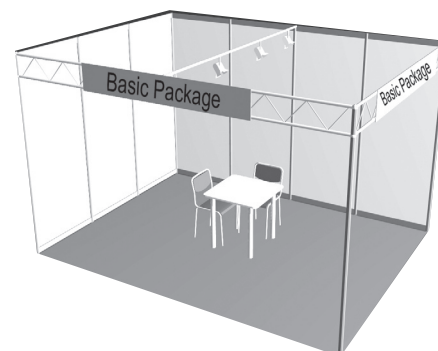
IT Solutions for Public Transport
KARLSRUHE 2010

24 - 26 February 2010
Kongresszentrum Karlsruhe

Basic Package

The ideal setting for presenting your company:

- laminated walls, white, Octanorm system, structural height 250 cm, white rear and side walls, ceiling supports along open sides of stand
- mottled grey carpeting
- 230 V/3 kW main power supply with 3-fold plug socket and flat-rate consumption charge
- lighting: 1 x 80 Watt spotlight per 3 m² stand floor area
- screens/panels on open sides of stand incl. lettering (max. 20 letters per screen, type-face "Helvetica semi-bold", dark grey) and logo
- exhibitor passes as per conditions of participation
- planning and organisation including construction and dismantling
- furnishings: 1 table 75 x 115 cm, 2 chairs, light-grey/chrome



Comfort Package

The all-inclusive package for your professional appearance:

- laminated walls, white, Octanorm system, structural height 250 cm, white rear and side walls, ceiling supports along open sides of stand
- mottled grey carpeting
- 230 V/3 kW main power supply with 3-fold plug socket and flat-rate consumption charge
- lighting: 1 x 80 Watt spotlight per 3 m² stand floor area
- screens/panels on open sides of stand incl. lettering (max. 20 letters per screen, type-face "Helvetica semi-bold", dark grey) and logo
- 15 m² and above: 1 cubicle 1 x 2 m with double door
- furnishings: 1 table 75 x 115 cm, 4 chairs, light-grey/chrome, 1 brochure stand, 1 coat rail (white, inside cubicle), 1 bar-type counter, 1 barstool
- daily stand cleaning
- exhibitor passes as per conditions of participation
- planning and organisation including construction and dismantling



Illustrations:
Example layout of a 15 sqm corner stand

Prices

Stand area

Basic Package: price per sqm
○ € 65,- + VAT

Comfort Package: price per sqm
○ € 85,- + VAT

Contact:

Service officer:
Nicole Landgraf
Phone: +49 721 3720-5185
Fax: +49 721 3720-5189
nicole.landgraf@kmmkg.de

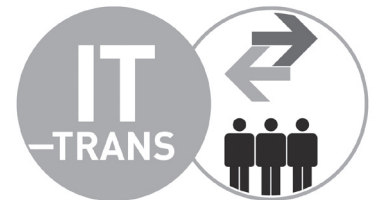
see overleaf

Please use the service folder you receive with your stand booking confirmation to order any further furnishings and other individual items of equipment.

Order Form

We herewith order:

- ☐ Basic Package € 65,- / m² + VAT
- ☐ Comfort Package € 85,- / m² + VAT



IT Solutions for Public Transport
KARLSRUHE 2010

24 - 26 February 2010
Kongresszentrum Karlsruhe

Stand dimensions*: front width x depth = area

*PLEASE NOTE: Due to fixed depth of stands, booth sizes must be divisible by three metres
(9 sqm, 12 sqm, 15 sqm, 18 sqm, etc.)

Panel lettering:

If you have chosen either the Basic or the Comfort Package, please insert the wording here (20 letters max.):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date, place

Company stamp, legally binding signature



IDEEN VERBINDEN.
Karlsruhe –
Messen und Kongresse